

**SUMMARY OF THE  
FIELD ACTIVITIES COMMITTEE MEETING  
JANUARY 10, 2002**

The Field Activities Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Thursday, January 10, 2002 at 11:00 a.m., Eastern Standard Time (EST). The meeting was led by its Chairperson, Dr. Barton Simmons of the California Environmental Protection Agency (EPA), DTSC, Hazardous Materials Laboratory. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to discuss and prepare for the NELAC-7i Conference.*

**INTRODUCTION**

Dr. Bart Simmons called the meeting to order and took attendance.

**APPROVAL OF MINUTES**

The minutes of the meeting held December 05, 2001 were reviewed and approved as amended.

**OLD BUSINESS**

***Action Items***

*#1 - Redraft Field Activities definitions*

Discussion ensued regarding revision to the proposed field measurement definition, "Environmental compliance testing done at a temporary field location or site under the scope of accreditation of a fixed-based, mobile laboratory, or field measurements organization." It was revised to read, "Environmental or ambient testing done at a field location." Skip Darley will continue to work on this language and will send draft out to members for further comments prior to the joint meeting with Accreditation Process on February 13, 2002.

*#2 - Overlap between 7.1 and Chapter 5*

Ed Hartman will draft references to those sections that are found in Chapter 5, to be inserted into Chapter 7, and assess where these references will fit into the sampling section. Dr. Simmons indicated there would be no need to discuss this with Chapter 5 committee as there is no conflict.

*#3 - Template for Sampling Documentation*

This will be discussed at the next teleconference.

*#4 - Basic Requirements for Education, Training, and Experience*

Mr. Hartman will review these requirements that already exist in Chapter 5 and create references to them to be inserted into 7.1.

*#5 - Review Other Chapters for Consistency*

The Committee is already reviewing Chapter 5 and discussing with Accreditation Process any overlap. No other overlap seems apparent.

*#6 - First Priorities of Field Measures*

Dr. Simmons asked if anyone was aware of any specific language that could be used for these specific measurements in drafting Standards. Mr. Hartman will draft some language, which will incorporate any existing statutes, and distribute to members for comments. This will become 7.2.

*#7 - EPA Program Requirements*

Mr. Darley will abstract appropriate requirements from the Navy's Instruction Policy for Training for Environmental Samplers and Lab Personnel and send to Dr. Simmons. Mr. Hartman will look at the Clean Water Act and send anything appropriate to Dr. Simmons.

*#8 - Federal Register Notice*

Dr. Simmons will follow-up.

*#9 - Tetra Tech and Florida Petroleum Marketing Association*

Dr. Simmons will follow-up with Jeff Flowers and Kumar Topudurti.

*#10 - An Agreement with Accreditation Process Committee on Definitions*

This will be discussed at the joint teleconference February 13, 2002.

**NEW BUSINESS**

Comments were received from Region 2 regarding General Sampling Standards. There was some discussion regarding a comment received with respect to multiple samples taken from one site, needing a unique identifier. The point is to have adequate identification on the container for the lab to understand what it contains and what needs to be done. All comments received need to be

answered as soon as is possible, even though there is no NELAC requirement as to when they need to be answered.

Dr. Simmons indicated that Jeff Flowers is interested in joining the committee. Members were in agreement that Mr. Flowers would be a good addition to the committee. Therefore, Dr. Simmons will submit his name to the Board of Directors, requesting his appointment to this committee.

**ADJOURNMENT**

There being no further business, Dr. Simmons adjourned the meeting.

**NEXT MEETING**

The next teleconference is scheduled for February 07, 2002 at 1:00 pm EST.

**ACTION ITEMS  
FIELD ACTIVITIES COMMITTEE MEETING  
JANUARY 10, 2002**

<b>Item No.</b>	<b>Action</b>	<b>Date to be Completed</b>
2	Send copy of new Florida sampling rule when available 10/19 - Mr. Tintle advised completion most likely after NELAC-7i Conference. <i>11/16 To be finalized mid-January 2002 (Tintle)</i>	10/2001 - ONGOING  <i>11/16/01 - ONGOING</i>
3	Comments to draft definitions expected from AP Committee 10/19 - Dr. Simmons will provide a draft highlighted version before NELAC-7i Conference. <i>11/16 - No comments from AP committee. Email AP for comments and schedule breakfast meeting on 12/05/01 (Simmons)</i>	10/19/01 - ONGOING  <i>11/16/01 - ONGOING</i>
4	Committee comments to draft FRN due to Dr. Simmons and presented by Mr. Maloney to the BoD. 10/19 - Dr. Simmons will contact Ms. Hankins for update. <i>11/16 Contact JHankins to confirm timing of distribution (Maloney)</i>	10/05/01 - ONGOING  10/11/01 - ONGOING <i>11/16/01 - ONGOING</i>
5	Distribute latest version of General Sampling Standards to the committee 10/19 - See #2 above <i>11/16 - Incorporate minor changes, distribute to committee (Simmons)</i>	10/19/01 - ONGOING  <i>11/16/01 - ONGOING</i>
8	Petition BoD to resume Source Emissions Standards Development	2003 - ONGOING
9	Mr. Maloney to confirm whether appointments have been made or further info required to complete nomination process. Dr. Simmons will confirm availability of previous interested party. Dr. Simmons to distribute short bios of interested parties. 10/19 - Tabled for further discussion after FRN published and NELAC-7i Conference <i>11/16 - Short bio of Fred Hartman to TMaloney (Simmons)</i>	10/19/01 - ONGOING  <i>11/16/01 - ONGOING</i>
10	Comments received regarding General Sampling Standards to be answered.	02/07/02
11	Dr. Simmons to submit request to the BoD for appointment of Jeff Flowers to this committee.	ASAP

**LIST OF PARTICIPANTS  
FIELD ACTIVITIES COMMITTEE MEETING  
JANUARY 10, 2002**

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